

Hall of Records  
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE  
to be submitted to the Records Management Division  
Hall of Records CommissionSCHEDULE  
NO. 158PAGE  
NO. 1. ✓

## 1. Requesting Agency

DEPARTMENT EMPLOYMENT SECURITY

## 2. Division or Bureau of Requesting Agency

UNEMPLOYMENT COMPENSATION DIVISION  
LOCAL OFFICES

## 3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.  
Item  
No.

## 5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.1. CLAIM RECORDS

## Includes:

UC 218 - History Card  
UC 219 - Benefit Account Card  
UC 201 - Additional Claim  
UC 211 - Accession Reports  
UC 207-207A - Separation Notices  
UC 203 - Report of Low Earnings

These forms are forwarded annually to the Central Office for additional processing. The following listed records are retained at the local office:

UC 123 - Weekly Report of Claims Taken  
UC 241 - Report of Checks to be Cancelled  
→ UC 214 - Disputed Wages on Transcript  
UC 235 - Seated Interview Card  
UC 235A-Second or Subsequent Interview Card  
UC 275 - Questionnaire - Dependents Allowance

The recommendation for this item applies only to the records listed above, whether filed in the Central Office or Local Office. Following is a list of records maintained in the local office which are considered non-record within the meaning of the statute governing

*Approved Hall of  
Records Commission*

## 7. Agency, Division or Bureau Representative

Signature

Chairman  
Title4/28/55  
DateSchedule Authorized as Indicated in Col. 6 by Hall of  
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of  
Public Works.May 6, 1955  
Date

Archivist

MAY 17 1955

Date

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

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Works.

non-record material (Art. 41, Sec. 155, Annotated Code of 1951):

- UC 204 A - Continued Claim
- UC 204 F - Continued Claim
- UC 200 - Original Claim
- UC 244 - Report of job offers by Employment Service Division  
duplicate copy retained by originating office.
- UC 330 - Request Weekly Earnings for Employee
- UC 330A- Request Daily Earnings for Employee are duplicated  
on the Employment Report (UC16)
- UC 237 - Cash Benefit Disbursement Warrant - copy - original  
retained by Claims Section and Cashier in  
Central Office

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

2. INTERSTATE CLAIMS

Contains records concerned with claims made in Maryland which are chargeable to another state.

- UC 200A - IB - 1 Original Claim - Interstate
- UC 206 - IB - 2 Continued Claim - Interstate
- IB - 11 16J Summary of Insurance Interview
- IB - 12 Interstate Tracer  
Correspondence

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

3. DISQUALIFICATION AND APPEALS

Records of a claim which is disqualified. If an appeal is taken, the records or the information on them are duplicated in the Appeals Division.

- UC 221 - Claim Examiners Report on Determination
- UC 222 - Notice to Claimant Suspension
- UC 235A- Second or Subsequent Interview
- UC 244 - Report of Job Offers by Employment Service Division  
(occasional)
- UC 207A- Separation Notice - Additional Claim

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

*Approved Hall of  
Records Commission*

*Approved Hall of  
Records Commission*

APPROVED BY  
BOARD OF PUBLIC WORKS  
MAY 17 1955  
Date .....

*[Signature]*  
Secretary

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6. Recommendation of Hall of Records and Board of Public Works.

4. OVERPAYMENT FILE

The records maintained in this file are duplicated in the Overpayment File of the Central Office; material in the local office is considered non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 155, Annotated Code of 1951). Records included are:

- UC 207 - Separation Notice
- UC 211 - Employee's Accession Notice
- UC 221 - Claim Examiner's Report on Determination
- UC 265 - Earnings Reconciliation
- UC 330 - Request Weekly Earnings for Employee
- UC 339A - Recovery of Overpayment

*Approved Hall of  
Records Commission*

5. CORRESPONDENCE

Local office correspondence is with employers, and claimants; a large part of it is interoffice.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

APPROVED BY  
BOARD OF PUBLIC WORKS  
Date MAY 17 1955

*[Signature]*  
Secretary